

August 28, 2006

REQUEST FOR PROPOSALS TO SCRAP 1985 AND OLDER VEHICLES

■ CONTENTS	Page #
Section I - Summary	1
Section II - Background	2
Section III - Instructions to Bidders	3
Section IV - Scope of Work.....	4
Section V - Proposal Format and Contents	12
Section VI - Proposal Evaluation	13
Section VII - Sample Contract	14

■ SECTION I ■ SUMMARY

The Bay Area Air Quality Management District (Air District), through its Vehicle Buy Back (VBB) Program, seeks to encourage the scrapping of 1985 and older light-duty motor vehicles because of their relatively high emission rates of air pollutants. This Request for Proposals (RFP) solicits formal proposals from companies that would, under contract with the Air District, advertise to seek out voluntary sellers of these vehicles, accept vehicles from voluntary sellers, ensure that the vehicles comply with Air District criteria set forth in this RFP, purchase and scrap the vehicles, handle all Department of Motor Vehicles (DMV) and Air District paperwork, and ensure compliance with all applicable regulations.

The Air District's budget for fiscal year (FY) 2006/2007 allocates over \$7 million to the VBB Program.

To respond to this RFP, an interested company should submit three (3) copies of its proposal to:

Satnam Hundel
Bay Area Air Quality Management District
939 Ellis Street
San Francisco, CA 94109

A proposal must address all information requested in the RFP. A proposal may add information not requested in the RFP, but the information should be in addition to, not instead of, the requested information. Minority business enterprises and women's business enterprises are encouraged to submit proposals. **Any questions regarding the RFP should be directed to Joseph Steinberger at (415) 749-5018 or via e-mail at jsteinberger@baaqmd.gov.**

**Proposals must be received at the Air District offices by 4:00 PM on
September 22, 2006.
Late proposals will not be considered.**

■ SECTION II ■ BACKGROUND

A. Air District Overview

The Bay Area Air Quality Management District was created by the California legislature in 1955 as the first regional agency to deal with air pollution in California. The Air District jurisdiction includes Alameda, Contra Costa, Marin, Napa, San Francisco, San Mateo, Santa Clara, southwestern Solano, and southern Sonoma Counties. The Air District is governed by a twenty-two member Board of Directors drawn from locally elected officials, including county supervisors, mayors, and city council members.

The California legislature originally gave the Air District authority to regulate stationary sources of air pollution (e.g., factories, oil refineries and chemical plants, gasoline stations, and agricultural burning). More recently, the Air District was directed to develop certain transportation and mobile source control measures, and was given limited authority to implement such measures, particularly through incentive programs.

B. Air District's Vehicle Buy Back Program

Research shows that motor vehicles are responsible for a large share of urban air pollution. Consequently, many smog control efforts concentrate on reducing emissions from motor vehicles. One approach involves encouraging the voluntary "retirement" of older motor vehicles, which lack modern emission controls and produce more air pollution than newer motor vehicles. A financial incentive is offered to encourage owners to scrap their light-duty motor vehicles voluntarily.

The Air District funds the VBB Program through its Transportation Fund for Clean Air (TFCA). The VBB Program is eligible to receive funds from the TFCA because it is identified as an eligible project type in the TFCA enabling legislation and it is a control measure in the Air District's most recently adopted strategy to attain state ambient air quality standards. The Air District has allocated over \$20 million for the purchase and scrapping of light-duty motor vehicles through the VBB Program since 1996, and has purchased and scrapped over 31,000 eligible vehicles. In FY 2006/07, approximately \$7 million is budgeted for this purpose.

The Scope of Work (SOW) in Section IV of this RFP complies with the Voluntary Accelerated Light-Duty Vehicle Retirement (VAVR) Regulations adopted by the California Air Resources Board (ARB). The VAVR Regulations are contained in Sections 2600 through 2610 of the California Code of Regulations. The selected contractor(s) shall comply with Air District requirements and the VAVR Regulations.

C. Nature of the RFP

This RFP sets forth minimum standards for a proposal. A panel of Air District staff will evaluate the submitted proposals. One or more of the companies submitting proposals may be chosen as contractor(s). The Air District will then execute contracts with the chosen company or companies.

■ SECTION III ■ INSTRUCTIONS TO BIDDERS

A. General

1. All proposals must be made in accordance with the conditions of this RFP. Failure to address any of the RFP requirements is justification for rejection of the proposal.
2. All information included in the proposal should be as complete, specific, and concise as possible.
3. Proposals should include any additional information that the respondent deems pertinent to the understanding and evaluation of the bid.
4. The Air District may modify the RFP or issue supplementary information or guidelines during the proposal preparation period, prior to the submittal deadline date.
5. Proposals shall constitute firm offers. Once submitted, proposals cannot be altered without the written consent of the Air District, but proposals may be withdrawn.
6. The Air District expects to select one or more contractors by fall 2006.
7. The Air District reserves the right to reject any and all submitted proposals.

B. Basis of Proposals

1. The Air District's contractor(s) will scrap as many eligible vehicles as current funding (approximately \$7,000,000) permits.
2. The Air District reserves the right to select more than one contractor and have vehicles scrapped by each contractor.
3. The Air District program will offer \$650 per eligible motor vehicle to the registered owners of 1985 model year or older light-duty motor vehicles. At the Air District's discretion, the offering price may be increased and the model year eligibility extended, to maintain an acceptable vehicle scrapping rate.
4. Proposals must specify the advertising overhead per eligible vehicle and general overhead per eligible vehicle. The Air District will pay the same advertising and general overhead costs to the contractor, irrespective of any changes in the offering price and/or model year eligibility. The bidder shall use a table, such as the one shown on Page 4 to provide this information.
5. VBB Program general overhead should not exceed \$200.00 per vehicle. Proposals shall include a detailed description of the costs comprising the general overhead. General overhead bid price must be provided for two options:

Option 1: This option applies to the current VAVR regulations. The current regulation requires validating that a vehicle be registered with the DMV as an operable vehicle for 120 days prior to the date of sale to the VBB Program (Section IV, A, 1 Option 1).

Option 2: This option is being considered by the ARB as an amendment to the VAVR regulations. The proposed amendment to the VAVR regulation would require reviewing vehicle registrations to verify that all vehicles have been registered as operable for at least 24 months prior to the final date of sale to the VBB Program, with the following two exceptions:

- A vehicle may be placed in planned non-operational status for a total of two (2) or fewer months during the previous twenty-four (24) months, providing that the

planned non-operational status occurred at least three (3) months prior to the date of sale to the VBB Program, or

- The vehicle registration has lapsed for less than 181 days during the previous twenty-four (24) months and all appropriate registration fees and late penalties have been paid to the DMV, provided that the vehicle is registered for at least ninety (90) days immediately prior to its date of sale to the VBB Program. (Section IV, A, 1 Option 2)
6. Vehicle Buy Back Program advertising overhead should not exceed \$20.00 per vehicle. Proposals including overhead in excess of \$20.00 shall include a detailed description of the costs comprising the advertising overhead and why it exceeds the \$20.00 amount.
 7. The Air District may decide to rely on its own advertising campaign or direct mail campaign and reduce the contract award to the contractor(s) by eliminating the advertising overhead costs.

C. Submittal of Proposals

1. Three (3) copies of the proposal must arrive at the address specified in Section I by 4:00 PM on September 22, 2006.
2. Proposals received by the Air District after the time and date previously specified will not be considered.

D. Interviews

1. At the Air District's option, bidders may be interviewed. The interviews will be conducted for the purpose of clarifying the proposals.

Submittal of new material at the interview will not be permitted.

Vehicle Buy Back - Bid Price Summary Table			
Price Per Eligible Vehicle (paid to seller)	General Overhead Per Eligible Vehicle (Note: Section III B.4 & B.5)		Advertising Overhead Per Eligible Vehicle (Note: Section III B.4 & B.6)
\$650	Option 1		
	Option 2		

■ SECTION IV ■ SCOPE OF WORK

The selected contractor(s) will solicit, purchase, and scrap eligible vehicles in compliance with the following requirements and procedures, and in compliance with the VAVR Regulations. The Air District will not reimburse the contractor for the purchase of an eligible vehicle, or the overhead associated with that purchase, if such vehicle fails to meet the following requirements:

A. Vehicle Status Requirements

All vehicles scrapped as a part of the VBB Program shall meet the VAVR regulations. The contractor will only scrap vehicles meeting the following status requirements:

1. **Option 1:** Vehicle shall be currently registered with the DMV as an operable vehicle, and shall have been so registered for one-hundred-and-twenty (120) days prior to the final date of sale to the VBB Program, to an address or addresses within the Air District. Smog Checks must be performed as required by the DMV in order for the vehicle to be considered registered.

If a vehicle is within sixty-one to ninety (61-90) days of its next required Smog Check inspection, the vehicle is not required to have a Smog Check inspection. But, if the Smog Check inspection is performed in this sixty-one to ninety (61-90) day time frame, the vehicle must pass the inspection.

Option 2: Vehicle shall be currently registered with the DMV as an operable vehicle and shall have been so registered for at least twenty-four (24) months prior to the final date of sale to the VBB Program, to an address or addresses within the Air District. Smog Checks must be performed as required by the DMV in order for the vehicle to be considered registered.

A vehicle may also be eligible if the owner of the vehicle placed the vehicle in planned non-operational status per Vehicle Code Section 4604, et seq., for a total of two (2) or fewer months during the continuous twenty-four (24) months registration period and occurring at least three (3) months prior to the date of sale to the VBB Program.

A vehicle may also be eligible if the registration has lapsed for less than one-hundred-and-eighty-one (181) days during the previous twenty-four (24) months and all appropriate registration fees and late penalties have been paid to the DMV, provided that the vehicle is registered for at least ninety (90) days immediately prior to its date of sale to the VBB Program.

- (A) If a vehicle owner has sold a vehicle to the VBB Program within the previous twelve (12) months, any subsequent vehicles offered to the contractor must have been registered continuously to that owner for the previous twenty-four (24) month period, in addition to meeting all other requirements of this section.
 - (B) Determination of an individual vehicle's registration history shall be based on registration data for that vehicle, obtained from DMV records. If DMV registration data provide inconclusive results for an individual vehicle, then copies of the applicable vehicle registration certificates may be used.
2. The vehicle must be a 1985 model year or older passenger car, pickup truck or van with a manufacturer's gross vehicle weight rating of 10,000 pounds or less.
3. The vehicle must be driven to the purchase site under its own power.
4. The vehicle cannot be operating under a Smog Check repair cost waiver or economic hardship extension.
5. If a vehicle volunteered for retirement is within sixty (60) days of its next required Smog Check inspection, the vehicle must take and pass the Smog Check inspection without receiving a repair cost waiver or economic hardship extension. Owners of vehicles requiring Smog Check inspections will be required to submit documentation issued by a licensed Smog Check station demonstrating compliance with this requirement. The documentation must be submitted to the contractor's employee performing the functional and equipment eligibility inspection.

B. Vehicle Functional and Equipment Eligibility Inspection

The contractor will only scrap vehicles meeting the following requirements. The vehicle function and equipment eligibility inspection must be performed by an ARB-approved inspector and conducted on-site at the contractor's yard.

1. The vehicle must have been driven to the inspection site under its own power. If the contractor has knowledge that a vehicle was towed or pushed for any portion of the trip to the inspection site, then the contractor shall not approve the vehicle for eligibility.
2. The contractor must inspect the vehicle to ensure it meets the following requirements and must reject the vehicle if the vehicle fails **any one** of these requirements:
 - (A) All doors must be present and in place.
 - (B) The hood shall be present and in place.
 - (C) The dashboard shall be in place.
 - (D) Windshield shall be present and in place.
 - (E) The driver's seat must be present and in place.
 - (F) Interior pedals shall be operational.
 - (G) The vehicle must have one bumper and all side and/or quarter panels shall be present and in place. Vehicle drivability must not be affected by any body, steering or suspension damage. Exhaust shall be present.
 - (H) One headlight, one taillight and one brake light shall be present and in place.
 - (I) One side window glass shall be present and in place.
 - (J) The requirements of Sections A.4 and A.5 regarding Smog Check status have been met.
3. The contractor must complete the following functional inspection, and shall reject the vehicle if the vehicle fails to complete the following test:

Insert key, vehicle engine must start using keyed ignition system. In addition to the keyed ignition switch, ignition or fuel kill switch may be activated if required to start engine. The vehicle must start readily through ordinary means without the use of starting fluids or external booster batteries. The vehicle shall be driven forward for a minimum of 25 feet under its own power. The vehicle shall be driven in reverse for a minimum of 25 feet under its own power.
4. Upon satisfactory completion of the inspection, the contractor will issue a certificate of functional and equipment eligibility. The certificate of functional and equipment eligibility form will be provided by the Air District.
5. Vehicles failing the requirements pursuant to Sections B.1 and B.3 may be retested by the contractor for compliance with these requirements and issued a certificate of functional and equipment eligibility provided the vehicle has traveled a minimum of 50 miles subsequent to the failure determination. Vehicles with inoperable vehicle odometers must have the odometer fixed prior to conducting this test. Vehicles failing the requirements pursuant to Section B.2 may be retested by the contractor for compliance with these requirements and issued a certificate of functional and equipment eligibility at any time after modifications have been made to the vehicle.

C. Vehicle Buy Back Program Contractor Requirements

1. The contractor must either be an auto dismantler, licensed according to the requirements of the California Vehicle Code, other business codes, and the regulations of the DMV, for the purpose of vehicle disposal after purchase, or have a binding agreement with a duly authorized auto dismantler, for the purpose of vehicle disposal after purchase.

2. At least thirty (30) days prior to commencing operations as a VBB Program contractor, the contractor shall provide the Air District, in writing, on forms provided by the Air District, information demonstrating the ability to comply with all provisions of the VAVR Regulations. This information must include contractor's name and business address; licensed auto dismantler name and business address; anticipated initiation date and duration of vehicle retirement operation; a written statement from the auto dismantler under penalty of perjury certifying compliance with local water conservation regulations, state, county, and city energy and hazardous materials response regulations, and local water agency soil, surface, and ground water contamination regulations; and any other information requested in applicable Air District rules.
3. The contractor is required to contract with an ARB-approved inspection entity, to provide inspector services to perform the vehicle functional and equipment eligibility inspection specified in Section B, on-site at contractor's locations if the contractor is unable to or chooses not to be approved by ARB to perform this function.
4. The contractor shall verify that the vehicle meets the vehicle registration eligibility and functional test requirements. The contractor shall provide any necessary DMV registration history at no cost to the vehicle owner.
5. At time of final sale of a vehicle to the contractor, the contractor must verify that the person delivering the vehicle for sale is the legal owner or an authorized representative of the legal owner, properly empowered to complete the sale.
6. A vehicle purchased as part of the VBB Program, must be permanently destroyed by the contractor, or the contractor's duly contracted dismantler, within ninety (90) days of the date it is sold to the contractor, and may not be resold to the public or put into operation in any way, except such a vehicle may be briefly operated for purposes related to the disposal of the vehicle as part of the normal disposal procedures.
7. The vehicle will be considered destroyed when it has been crushed or shredded or otherwise rendered permanently and irreversibly incapable of functioning as originally intended, and when all appropriate records maintained by the DMV have been updated to reflect that the vehicle has been acquired by a licensed auto dismantler for the purposes of dismantling.
8. All vehicles must be confined in a holding area separate from other vehicles procured by the contractor until they are permanently destroyed.
9. All activities associated with retiring vehicles, including but not limited to the disposal of vehicle fluids and vehicle components, must comply with local water conservation regulations, state, county, and city energy and hazardous materials response regulations, and local water agency soil, surface, and ground water contamination regulations.
10. The contractor will purchase eligible vehicles at a price established by the contract between the contractor and the Air District.
11. The contractor will distribute an Air District-designed questionnaire to all vehicle sellers and obtain responses.

D. Offering Vehicles to the Public

1. There is a minimum waiting period of ten (10) days between the time a vehicle is first offered for sale into the VBB Program and the time of final sale to the VBB Program. During the 10-day waiting period, with the vehicle owner's permission, the contractor will submit to the Air District a description of the vehicle in

accordance with Section D.1 (A), and the date when the vehicle is scheduled to be delivered for final sale to the VBB Program. During the 10-day waiting period, if any person contacts the contractor and indicates an interest in purchasing the vehicle, the contractor shall hold the vehicle for a minimum of an additional seven (7) days. During this extended 7-day waiting period, the contractor shall arrange for the interested party to examine the vehicle and, if appropriate, negotiate the sale of the vehicle or any of its parts. Notwithstanding the foregoing, **nothing in this section places the contractor under any obligation to hold the vehicle for an interested party that has missed two or more prior appointments to examine any vehicle, or to sell the vehicle or any of its parts if a mutually acceptable price cannot be negotiated.**

(A) The contractor will submit to the Air District, on a weekly basis, a description of the vehicles offered for sale into the VBB Program. The Air District will, in turn, make this information available to an appropriate segment of the public. The intent is to allow interested third parties, including car collector enthusiasts and those interested in affordable transportation, an opportunity to examine the vehicle and to negotiate with the contractor to purchase the vehicle or any of its parts according to Section E, before it is otherwise sold to the VBB Program, should the vehicle be delivered as scheduled.

- (1) The description of the vehicle must include, at a minimum, the vehicle make, model, model year, and first eight characters of the Vehicle Identification Number (VIN), and the date when the vehicle is scheduled for delivery for sale to the VBB Program, but no information identifying the owner will be permitted. When the Air District makes this information available to the public, the Air District will emphasize that while a vehicle is scheduled for delivery, there is no guarantee that the vehicle will actually be delivered.
- (2) The vehicle owner is free to accept or reject any resulting contact or purchase offer and shall be informed by the contractor explicitly and prominently of such right.
- (3) Nothing in this section places the contractor under any obligation to provide space or facilities for such third party contacts, inspections, or negotiations to take place.

(B) Entire vehicles and/or parts may be sold prior to entry into the VBB Program; however, no compensation with VBB Program funds shall be granted for any vehicle resold to the public in this manner according to Section E.

E. Parts Recycling and Resale

1. On vehicles used for parts recycling and resale, parts recycling and resale is limited to non-emission-related and non-drivetrain parts per the List of Emission-Drivetrain Related Parts List shown in Attachment 3. **Parts recycling and resale is at the sole discretion of the contractor, subject to the limitations included herein;**
2. After the 10-day waiting period (and the additional 7-day waiting period if appointment for inspection is made) and prior to offering non-emission and non-drivetrain parts for resale, the engine, emission-related parts, transmission, and drivetrain parts must be removed from the vehicle and destroyed by the contractor;
 - (A) For the purpose of this regulation, a part will be considered destroyed when it has been punched, crushed, shredded, or otherwise rendered permanently and irreversibly incapable of functioning as originally intended;

- (B) A "Quality Control Checklist" is provided in Attachment 4, with a list of emission-related and drivetrain parts that has check boxes for recording the status of parts, i.e., "removed" and "destroyed";
 - (1) The contractor must complete the checklist by adding check marks in the appropriate columns as the emission-related and drivetrain parts are removed and destroyed;
 - (2) For a part that appears on the checklist but is not in the original design of the vehicle, the contractor must enter "N/A" for "not applicable" in lieu of a check mark;
 - (C) After all emission-related and drivetrain parts are removed and destroyed, a quality control inspector (designated by the Air District) must perform an inspection of the non-emission-related and non-drivetrain parts, as well as the vehicle body;
 - (D) Upon verification by the quality control inspector that no emission-related parts or drivetrain parts have been exchanged with the non-emission-related, and non-drivetrain parts, the quality control inspector must sign the checklist;
 - (E) After the quality control inspector signs the check list, the contractor may place the remaining non-emission parts, non-drivetrain parts and vehicle body in the yard to be available for sale to the public;
- 3. If the contractor does not recover parts from a vehicle, the entire vehicle must be crushed by the contractor within ninety (90) days of sale to the VBB Program;
 - (A) No parts may be removed, for sale or reuse, from any crushed retired vehicle that has been sold to the VBB Program. The only allowable use for any crushed retired vehicle is as a source of scrap metal and other scrap material;
 - (B) The contractor may separate ferrous and non-ferrous metals from a crushed retired vehicle to sell as a source of scrap metal only;
 - (C) The contractor may sell tires and batteries from a crushed retired vehicle to an intermediary tire/battery recycler only. All facilities generating or receiving waste tires must use the services of a registered tire hauler/recycler. Battery recyclers must be registered and licensed to handle batteries;
 - 4. No compensation with VBB Program funds shall be granted for any vehicle from which emission related or drivetrain parts have been sold;
 - 5. All activities associated with retiring vehicles for the VBB Program, including but not limited to the disposal of vehicle fluids and vehicle components, shall comply with local water conservation regulations, state, county, and city energy and hazardous materials response regulations, and local water agency soil, surface, and ground water contamination regulations;
 - 6. The Air District is required to perform audits of all parts recycling and resale activities;

F. Advertising

- 1. The contractor will advertise for or otherwise attract voluntary sellers of vehicles meeting the eligibility requirements specified above. The contractor will submit to the Air District for approval a detailed advertising campaign and budget for implementing the advertising campaign within thirty (30) days of signing this contract. The contractor will be required to submit to the Air District documentation specifically identifying costs incurred in attracting vehicle sellers to the VBB Program. Costs for advertising that are not related to the VBB Program will not be permitted. The Air District will audit the contractor at the completion of the contract

to verify that the contractor expended at least the minimum amount of money allocated to the advertising campaign as specified in the contract. A contractor that expends less than the minimum amount of money for advertising, as specified in the contract, will be required to reimburse the Air District for the difference.

2. The contractor will use the Air District's approved logo for the Transportation Fund for Clean Air on any printed material for public distribution.
3. The contractor will credit the Air District as the funding source for the scrapping program in any related articles, news releases, or other publicity materials. All advertising materials, information packages, and any other materials provided to media, to the public, or to vehicle sellers require prior approval by the Air District.
4. Any advertising conducted by contractor for the purpose of recruiting vehicle owners to sell their vehicles into the VBB Program shall contain clear and prominent language stating that participation in the VBB Program is completely voluntary; and shall not contain any language stating or implying that the VBB Program is anything but voluntary for the vehicle seller or that the VBB Program is affiliated with or is operated by the State of California.
5. Any contracts or agreements between a vehicle seller and a contractor relating to the sale of a vehicle to the VBB Program shall not contain any language stating that the VBB Program is anything but voluntary for the vehicle seller or that the VBB Program is affiliated with or is operated by the State of California.

G. Records, Auditing and Enforcement

1. The following requirements for records, auditing, and enforcement shall be met:
 - (A) The contractor shall be responsible for maintaining and storing the following information for each vehicle removed from operation for the VBB Program:
 - (1) Vehicle Identification Number (VIN)
 - (2) Vehicle license plate number
 - (3) Vehicle model year
 - (4) Vehicle odometer reading
 - (5) Vehicle make and model
 - (6) Name, address and phone number of legal owner selling vehicle to the contractor
 - (7) Name, address and phone number of registered owner if different from Section G.1(A)(6)
 - (8) Name and business address of inspector conducting the vehicle's eligibility inspection, if the contractor contracts with an ARB-approved inspection entity to perform the vehicle functional and equipment eligibility inspection
 - (9) Date of purchase of vehicle by the contractor
 - (10) Date of vehicle retirement
 - (11) Reproduction of California Certificate of Title and registration, as signed-off by seller at time of final sale to the VBB Program
 - (12) Reproduction of the applicable certificate of functional and equipment eligibility
 - (13) Reproduction of the applicable Report of Vehicle to be Dismantled and Notice of Acquisition (California Department of Motor Vehicles Registration 42 form)

- (14) Reproduction of written documentation from the DMV verifying that a vehicle meets the requirements of Section A.1(A) and (B)
- (15) If applicable, reproduction of documentation issued pursuant to Section A.6
- (16) Any other pertinent data requested by the Air District (e.g. VBB Program survey)
- (B) Upon request of the Air District, the data contained in records required in Section G.1(A)(1) through (10) shall be transmitted to the Air District in an electronic database format, to be determined by mutual agreement between the Air District and the contractor, in addition to paper copies.
- (C) The contractor will maintain copies of the information listed in Section G.1(A)(1) through (16) for a minimum period of three (3) years, and shall make those records available to the Air District upon request.
- (D) The Air District may conduct announced and unannounced audits and on-site inspections of the contractor's operations to ensure operations are being conducted according to all applicable rules and regulations. The Air District shall notify any noncompliant contractor of the nature of the violation and shall initiate any enforcement or remedial action necessary.
 - (1) The contractor and their subcontractors shall allow the Air District to conduct announced and unannounced audits and inspections and shall cooperate fully in such situations.
 - (2) Violation of any provision of these regulations, including falsification of any information or data, shall constitute a citable violation making the violator subject to all applicable penalties specified in the California Health and Safety Code. In addition, violation of any provision of §2603 of the VAVR Regulation by a VBB Program contractor or its subcontractors shall result in the issuance of a Notice of Violation(s).
- 2. The contractor will handle all DMV paperwork associated with the purchase, dismantling, and scrapping of vehicles.
- 3. The contractor will provide to the Air District, on a weekly basis, a description of the vehicles offered for sale into the VBB Program. The description of the vehicle must include, at a minimum, the vehicle make, model, model year, and first eight characters of the VIN, and the date when the vehicle is scheduled for delivery for sale to the VBB Program, but no information identifying the owner will be permitted.
- 4. The contractor will provide monthly reports to the Air District on the status of the scrapping program. The reports shall include the monthly and cumulative number of vehicles purchased, the number of application packages mailed, the number of completed packages received and the number of vehicles approved for purchase.

■ SECTION V ■ PROPOSAL FORMAT AND CONTENTS

A. Format

A proposal need not conform to any particular format, but it must be neat and legible.

B. Contents

The proposal must contain information demonstrating the ability to perform all of the work described in Section IV of this RFP. In addition, the proposal must contain:

1. A description of the company, including experience and a brief organizational history.
2. Where the proposal involves more than one company or entity, a letter of support or memorandum of understanding from all entities involved.
3. For each company, a list of all personnel to be assigned to the work discussed in this RFP, with a description of each person's duties, experience, and training.
4. A statement regarding the general overhead and advertising cost per vehicle.
5. A detailed advertising plan for the VBB Program. The advertising plan shall include type of media proposed, frequency of advertising, cost, and geographic area that advertising reaches. Please note that the advertising plan and estimated cost are solely for promotion of the Air District's VBB Program. The Air District may decide to rely on its own advertising campaign or direct mail campaign and reduce the award to the contractor by the advertising overhead bid as noted in Section III.B.7.
6. A description of the procedures to be followed in soliciting voluntary sellers of vehicles and the per vehicle cost for the advertising.
7. A description of the phone system, including the number of operators, voice mail capabilities and the ability to respond to vehicle sellers in foreign languages. The description shall include the phone system hours of operation, including hours that operators are available to answer calls and hours that voice mail is available.
8. An estimate of the average time to complete a purchase from the time the contractor is first contacted, with a description and estimated time for each incremental step in the process.
9. The physical address of each of the vehicle buy back sites and the days of the week and hours of the day that vehicles would be purchased at each location.
10. A description of the procedures to be followed in obtaining and reviewing vehicle eligibility documentation (e.g., DMV registration history), determination of vehicle smog inspection status, and procedure (if any) for establishing prior owner address for vehicles that have changed ownership over the required VBB registration period.
11. A description of the procedures to be followed in inspecting and selecting vehicles to be scrapped and to ensure that vehicles are not towed to or near the scrapping site.
12. A description of the procedures to be followed in offering vehicles for sale to the public pursuant to Section IV.D.
13. A bid price summary table including all information outlined in the table included in Section III.
14. A description of the procedures to be followed to remove, handle, and dispose of tires, batteries, air conditioner refrigerants, and vehicle fluids.
15. A description of the holding area where vehicles will be stored until they are permanently destroyed.
16. A description of the procedures to be followed to permanently destroy the vehicles purchased under the VBB Program.
17. A description of record keeping practices to be followed, both for DMV paperwork and for the records specified in Section IV.G.
18. For any licensed auto dismantler to be used in the process of scrapping vehicles:
 - a. Copy of the California DMV dismantler's license
 - b. Copy of dismantler's local business license; and

- c. A written statement from the auto dismantler certifying compliance with local water conservation regulations; state, county, and city energy and hazardous materials response regulations; and local water agency soil, surface, and ground water contamination regulations.

■ SECTION VI ■ PROPOSAL EVALUATION

A. Evaluation Criteria

Each proposal will be evaluated and point totals will be awarded in each of the categories listed below. If a tie-breaker is necessary, the Air District will first consider the lower cost responsive proposal.

50 pts	Price. Total price (per vehicle scrapped) including advertising and general overhead will be the major factor in the evaluation of the proposal.
20pts	Available Resources/Customer Relations. Speed and thoroughness of responding to inquiries, requests and number of days to purchase a vehicle. Ability to provide full-time foreign language assistance to prospective participants.
15 pts	Coverage/Availability. Number and geographical distribution of scrapping sites, number of buy back days per month, and convenience of daily schedules.
5 pts	Advertising. Advertising budget and proposed plan to target sellers of vehicles. The advertising plan will be evaluated for cost effectiveness and the ability to reach as many prospective customers in the Bay Area as possible. Please note, advertising costs may not be awarded in this contract per Section III.B.7.
10 pts	Understanding of the Program and Thoroughness/Responsiveness of the Proposal. Extent to which proposal demonstrates an understanding of the VBB Program and responds thoroughly to the RFP.
100 pts Total	

The Air District may divide the award of the contract between two or more contractors with different scores to ensure that the VBB Program provides essential services, such as sufficient geographical coverage of vehicle scrapping sites.

B. Evaluation Panel

An evaluation panel of Air District staff will evaluate all proposals. The panel will recommend the selection of a contractor or contractors to the Air Pollution Control Officer who will, in turn, make a recommendation to the Air District Board of Directors. The Air District Board of Directors must approve the selection of the contractor(s), and must approve the contract to carry out the work described in this RFP.

■ SECTION VII ■ CONTRACT

A sample Air District contract is available upon request.